

HOW TO... Split large files

When backing up large files to CD or sending them by email, size limits can get in the way. Steve Haines shows how to split your files and reassemble them with Ashampoo WinOptimizer

ON THE COVER DISC Even if you use your computer for little more than browsing the web, editing a few photos and typing letters, its performance will inevitably suffer over time. Unnecessary data and files soon accumulate on your hard disk, and even if you run Windows' built-in maintenance tools regularly, these files can clog the system. Ashampoo WinOptimizer 2008, the full version of which is on this month's cover disc, cleans your PC of this unwanted junk and can make your PC run as if it were brand new with just a few clicks. It works with Windows 2000, XP and Vista.

WinOptimizer is designed to be easy to use, and even complete novices will have no trouble finding their way around the simple interface. Once the program has been installed and registered, beginners should simply click the One-Click Optimizer button at the bottom of the main screen. This will automatically run the program's Cleaning Tools, which include the Drive Cleaner, the Registry Cleaner and the Internet Cleaner.

The program also includes some advanced features that will allow more experienced users to boost their PC's performance. Here we'll show you how to split large files into two or more smaller files using the File Splitter and Joiner. This will enable you to fit large files on more than one CD or send them as email attachments, and rebuild them later.

1 From the main interface, click on File Tools, File Splitter & Joiner. In the next screen that appears, click on the 'Split a file' option.

2 In the next window, browse to choose the file you want to split by clicking on the folder icon on the right-hand side of the File box and click Open. Next, in the Size box, choose how big you want the final file to be. You can choose to split the file to fit on 1.44MB floppy discs, a 100MB file (which is the maximum file size for many online file-sending sites, such as YouSendIt), a 650MB or 700MB CD-ROM, or you can specify the file size yourself. We want to send a 22MB video file through our email account, which has a 10MB limit, so we've entered 10MB in the User-defined file size box. Press Start.

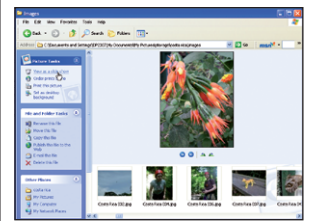
3 You will now get a message telling you that the file has been successfully split. Click OK. WinOptimizer will save the split files in the same place as the original file.

4 To rebuild the file, click on the option to Re-join a set of split files in the File Splitter & Joiner window. Browse to the first file of the split file set in the File window and click Open. The split file will be reassembled automatically. 

HOW TO... Create slideshows

You can create slideshows to view on your computer, display on your website or distribute on a CD. All you need is Windows XP and a couple of nifty little PowerToys. To create a slideshow in Windows, simply put all your pictures in one folder. Click on the View menu and select Filmstrip. Then click on the Create a slideshow link in the panel on the left-hand side. This panel won't be visible if you have the Folders panel open. To close the Folders panel, click on the X in the top right-hand corner or on the Folders icon on the toolbar at the top of the window.

To put a slideshow on a CD or on your website, download and use the HTML Slide Show Wizard and the CD Slide Show Generator from www.microsoft.com/windowsxp/downloads/powertoy/xppowertoy.msp.



HOW TO... Download videos

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Go to <https://addons.mozilla.org/en-US/firefox/addon/2390>. This extension works with Firefox versions 1.5 to 2.0. Click on the Install Now button. Then, when you want to download video, click on the little icon in the very bottom right-hand corner of the Firefox window.

